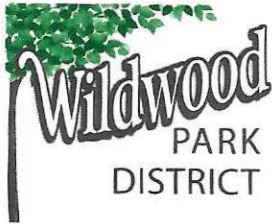


**Wildwood Park District
Regular Board Meeting
33325 N. Sears Boulevard, Wildwood, IL 60030
Monday, October 17th, 2022, | 7:00pm
In-Person at Rule House**

Consistent with the requirements of the Illinois Compiled Statutes
5 ILCS 120/1 through 120/6 (Open Meetings Act), notices of this meeting were posted.
Location of the meeting: Rule House, 33325 N. Sears Boulevard, Wildwood, IL 60030

AGENDA

- I. Call to Order - Pledge of Allegiance**
- II. Roll Call**
- III. Approval of Agenda – Regular Board Meeting – Monday, October 17th, 2022**
- IV. Approval of Minutes**
 - A. Minutes of the Regular Board Meeting – Monday, September 19th, 2022**
- V. Matters from the Public**
- VI. Financial Report**
- VII. WSRA**
- VIII. GLCC Report**
- IX. Valley Lake Report**
- X. Staff Reports**
 - A. Recreation/Administration – 2022 Harvestfest Report**
 - B. Maintenance**
 - C. Marketing/Promotions**
- XI. New Business**
 - A. Approval of Oak Tree Removal Woody’s Tree Service Rule and Pebble Beach Park**
 - B. 2022 Tentative Tax Levy**
 - C. Wildwood Park District Board of Commissioners 2023 Regular Meeting Dates for Review**
 - D. Wildwood Park District Full-Time Staff PDRMA Health Insurance Plan Selection 2023**
- XII. Unfinished Business**
 - A. Valley Lake Stormwater Improvements DCEO/SMC Intergovernmental Agreement (IGA)**
 - B. FY 2021-2022 Annual Audit Report Lauterbach and Amen Review**
 - C. Pebble Beach Park ADA Path and Drainage Improvements Bid(s) Review**
- XIII. Other Business**
- XIV. Matters from the Public**
- XV. Executive Session**
 - A. Personnel 5 ILCS 120/2(c)(1)**
- XVI. Adjournment**



33325 N. Sears Blvd.
Wildwood, IL 60030
Phone: 847-223-7275
Fax: 847-223-2820
www.WildwoodParkDistrict.com

TO: Board of Commissioners
CC: All Staff
FROM: Brandon Magnini, Park District Manager
SUBJECT: Board Packet Attachments and Agenda Items
DATE: October 17th, 2022

Good afternoon, Commissioners,

Please find below brief explanations on the following Board attachments that correlate with the agenda items for the Monday, October 17th, 2022, Regular Board Meeting:

Valley Lake Report: Maj Kowalski's updated Volunteer Lake Monitoring Reports for Valley Lake are attached.

2022 Harvestfest Report: Found in the Board Packet after the Recreation/Administration Report, this breakdown contains Staff and Committee summaries/recap of the event as well as a breakdown of revenue streams, survey feedback, and financial data for the event.

New Business:

A. Approval of Oak Tree Removal Woody's Tree Service Rule and Pebble Beach Parks

Attached you will find the services agreement from Woody's Tree Service signed by me after receiving a quorum of Board votes via email to execute the service on 9/28. The Board will need to approve this service/expenditure to Woody's at the Regular Meeting on October 17th. Two large dead Oaks were removed (one over the major walking path at Rule and one hanging over a resident's property at Pebble Beach Park).

B. 2022 Tentative Tax Levy:

Attached you will find the prepared documents for the 2022 Tentative Tax Levy prepared by Kathy Atkins.

C. Wildwood Park District Board of Commissioners 2023 Regular Meeting Dates for Review

Attached you will find the proposed Regular Board Meeting dates for 2023. Please review prior to Monday's meeting for any changes.

**D. Wildwood Park District Full-Time Staff PDRMA Health Insurance Plan
Selection 2023**

Attached you will find the completed Plan Selection Form and Health Insurance Cost Modeling Tool detailing the 2023 rates for WWPD Full-Time Staff Health, Vision, Dental, and Life Insurance package from PDRMA. The 2022 rates are also included for comparison purposes.

As always, please let me know if you have any questions, comments, or concerns.

Sincerely,

Brandon Magnini

Brandon Magnini, Park District Manager

**Wildwood Park District
Regular Board Meeting
Rule House 33325 N. Sears Boulevard Wildwood, IL 60030
September 19th, 2022, at 7:00pm**

Minutes

- I. Call to Order:** The meeting was called to order at 7:00pm. The Pledge of Allegiance was recited.
- II. Roll Call:**
Present: Commissioners Matt Brueck, Becky Jante, Frank Bruno, Dan Corrigan
Absent: Commissioner Anna Nelson
- Park District Staff Present:** Brandon Magnini, Park Dist. Manager; Katherine Atkins, Accountant
- III. Approval of Consent Agenda – Regular Board Meeting – Monday, September 19th, 2022**
Commissioner Jante entertained a motion to approve the Consent Agenda of the Regular Board Meeting of Monday, September 19th, 2022. So moved, Commissioner Brueck. Seconded, Commissioner Bruno. All in favor, motion carries.
- IV. Approval of Minutes**
A. Minutes of the Regular Board Meeting - Monday, August 15th, 2022
Commissioner Jante entertained a motion to approve the Minutes of the Regular Board Meeting of Monday, August 15th, 2022. So moved, Commissioner Bruno. Seconded, Commissioner Corrigan. All in favor, motion carries.
- V. Matters From the Public**
-Residents Michelle Francis and Georgette Parmelee were present. Georgette asked the Board what the status was on proposed adjustments/cleanup to the shoreline at Cove Park for kayak access. Michelle Francis requested that Cove Park gets cleaned up. She also inquired about Park Security and who to call with issues that come up on Wildwood streets as well as how she could receive the Park District e-newsletter. The Board informed both Residents that they and Park District Manager Magnini would follow up with both of them on these matters.
- VI. Financial Report**
The Financial Report was read. Discussion. Commissioner Jante entertained a motion to approve the Financial Report. So moved, Commissioner Corrigan. Seconded, Commissioner Brueck. Roll Call: Commissioner Bruno, aye, Commissioner Brueck, aye, Commissioner Jante, aye, Commissioner Corrigan, aye. All in favor, motion carries.
- VII. WSRA**
The last WSRA Board Meeting was September 12th. At this meeting, they approved payouts and financials for June-July 2022. Program numbers are back to pre-pandemic highs. Trunk or Treat Event will take place on 10/23 1-3pm at Warren Township Center parking lot. WSRA Board position assignments will take place after Lindenhurst Park District officially gets approved as part of WSRA. Lauterbach & Amen were approved as WSRA's auditors for the next FY. Ancel Glink was approved as corporate counsel for WSRA for next FY. Agreement for Lindenhurst Park District's inclusion as member agency of WSRA still being worked through attorneys before it is ready to be presented and signed by member Districts. Discussion. Next scheduled WSRA Board Meeting is November 14th.

VIII. GLCC

The GLCC September meeting took place on Thursday the 15th of September. Included in the Board Packet was the Keystone Hatcheries estimate for Gages Lake fish stocking which the Park District pays for, and the GLCC reimburses the Park District as well as the GLCC Treasurers Report. Discussion. Commissioner Jante entertained a motion to approve \$3,303.00 quote from Keystone Hatcheries for 78 9-12" Northern Pike, 200 4-6" Smallmouth Bass, 352 6-8" Walleye for fish stocking Fall 2022. So moved, Commissioner Brueck. Seconded, Commissioner Bruno. Roll Call: Commissioner Bruno, aye, Commissioner Brueck, aye, Commissioner Jante, aye, Commissioner Corrigan, aye. All in favor, motion carries. Kathy Atkins asked the Board to examine the details of the services agreement between the WWPd and GLCC for financial ease in the future. Discussion.

IX. Valley Lake Report

Clarke Environmental's Valley Lake treatment reports for 8/16, 8/30, and 9/13 visits were included in the Board Packet. Discussion.

X. Staff Reports

A. Recreation/Administration

The Recreation/Administration Report was read. Discussion. The end of Summer Season Report was read. Discussion.

B. Maintenance

The Maintenance Report was read. Discussion.

C. Marketing/Promotions

The Marketing/Promotions Report was read. Discussion.

D. Park Safety

The Park Safety Report was read. Discussion.

XI. New Business

A. Pebble Beach ADA Path and Drainage Improvements Bid(s) Review

Kathy Atkins included a bid from Nabar Sealcoating for the re-grading and sealcoating of the Pebble Beach Park walking path to the playground and installation of drain tile under the park grass for a total of \$11,000.00. As of this meeting, this was the only bid that has been received after a lengthy bid application process that was public and sent to several sealcoating companies and advertised on District website and social media. Discussion. The Board asked to continue to seek additional bids for this project that Kathy will follow up on and would convene a Special Meeting to vote to award a bid after additional bids are received if necessary. If no further bids can be received, the Board would consider going with the Nabar bid after an official vote.

B. Property Tax Appeals

Kathy Atkins informed the Board that the Grays Pointe Apartments and several other homeowners in Wildwood filed property tax appeals with Lake County and presented the letter from Lake County with the details. Discussion. Given the cost to the Park District to fight the appeal and the potential minor loss of tax levy revenue - the Board decided to not fight the appeal and not pursue any further action.

XII. Unfinished Business

A. Valley Lake Stormwater Improvements DCEO/SMC Intergovernmental Agreement (IGA) Review and Discussion

The Intergovernmental Agreement is still being finalized before the respective municipal bodies can sign. No additional information at this time. Lake County Stormwater Management continues to work on permitting. Estimated timeline from Lake County Stormwater Management for full project completion is end of Summer 2023.

B. Sunset Park Platform Restoration Quote(s) for Review

Kathy Atkins explained to the Board that further discussion was had with Rick Stochl Carpentry for the restoration of the Sunset Park platform. Rick is looking to manipulate the existing pier pieces, stabilize, level out, and change the decking surface. Discussion. With project changes, expectations are that the final quote will be much less than the original "up to" \$7,000.00 approved by the Board. Discussion.

C. FY 2021-2022 Annual Audit Report Lauterbach and Amen Review

Approval of the FY 2021-2022 Annual Audit Report was tabled for the October Regular Meeting to have all Commissioners present to vote to approve. Once approved, report will be uploaded to Park District website.

XIII. Other Business

-Park District Manager Magnini thanked all staff, volunteers, and Commissioners for their hard work and time with Harvestfest. Commissioner Corrigan noted that the Board needs to ensure that they continue to follow the Public Comment/Matters from the Public speaking time limit per the Open Meetings Act; and ensure that answers to Resident questions during Public Comment are handled outside the meeting time by the Park District Manager/Board.

XIV. Matters from the Public

- No further matters from the Public.

XV. Executive Session

The Board did not move into Executive Session.

XVI. Adjournment

Commissioner Brueck moved to adjourn the Regular Board Meeting of Monday, September 19th, 2022, at 8:01pm. Commissioner Bruno seconded the motion. All in favor, motion carried. Meeting adjourned.

Secretary
Board of Park Commissioners

President
Board of Park Commissioners

Date

Date

VOLUNTEER LAKE MONITORING PROGRAM-SECCHI MONITORING

DIRECTIONS: Anchor boat at each monitoring site. Fill out form as completely and neatly as possible.

Lake Name: Valley Lake Date (mm/dd/yy): 08-15-22
 County: Lake Lake Code: R02M Telephone: 224-321-6159
 Please list First and Last names of ALL individuals that assisted with this monitoring trip.

Volunteer Name(s): Marion Kowalski

Site	Time 24 hr. (hh:mm)	Secchi Depth (nearest inch)	Secchi Visible on Bottom?	Secchi Hidden by Plants?	Aquatic Plants at Site (circle one)				Color	Total Depth (nearest 1/2 ft.)	DO/Temp taken?
1	14:40	20	Y <input checked="" type="radio"/> N	Y <input checked="" type="radio"/> N	0	1	2	3	4	3	9.0 <input checked="" type="radio"/> N
2	14:56	21	Y <input checked="" type="radio"/> N	Y <input checked="" type="radio"/> N	0	1	2	3	4	3	7.0 <input checked="" type="radio"/> N
3	15:08	20	Y <input checked="" type="radio"/> N	Y <input checked="" type="radio"/> N	0	1	2	3	4	3	6.5 <input checked="" type="radio"/> N
	:		Y <input type="radio"/> N	Y <input type="radio"/> N	0	1	2	3	4		Y <input type="radio"/> N
	:		Y <input type="radio"/> N	Y <input type="radio"/> N	0	1	2	3	4		Y <input type="radio"/> N
	:		Y <input type="radio"/> N	Y <input type="radio"/> N	0	1	2	3	4		Y <input type="radio"/> N
	:		Y <input type="radio"/> N	Y <input type="radio"/> N	0	1	2	3	4		Y <input type="radio"/> N

General Weather Conditions Wind Direction (out of): <u>N</u> Amount of Rain (last 48 hrs.): <u>.01</u> inches		Cloud Cover (check one) <input type="checkbox"/> Sunny <input checked="" type="checkbox"/> Overcast <input type="checkbox"/> Calm/Ripple <input checked="" type="checkbox"/> Small <input type="checkbox"/> Partly Cloudy/Partly Sunny <input type="checkbox"/> Hazy <input type="checkbox"/> Moderate <input type="checkbox"/> White Caps		Waves (check one) <input type="checkbox"/> Less than 5% <input type="checkbox"/> 5 to 25% <input type="checkbox"/> 26 to 50% <input type="checkbox"/> 51 to 70% <input type="checkbox"/> Greater than 70%	
--	--	---	--	---	--

Lake Level is: <input type="checkbox"/> "Normal" or Full Pool <input checked="" type="checkbox"/> Above normal by <u>.5</u> inches <input type="checkbox"/> Below normal by _____ inches Gage Reading: _____ (if applicable) (gage units)	Volunteer Hours (to nearest 1/2 hour) include preparation, monitoring & paperwork time Number of Volunteers: <u>1</u> Number of Hours per Volunteer: <u>1.5</u> Total Volunteer Hours = <u>1.5</u>	Aquatic Plant Coverage (check only one) Percentage of the entire lake area containing surface and submerged aquatic plants. <input checked="" type="checkbox"/> Less than 5% <input type="checkbox"/> 5 to 25% <input type="checkbox"/> 26 to 50% <input type="checkbox"/> 51 to 70% <input type="checkbox"/> Greater than 70%
---	--	---

Additional Observations (including recent weather conditions, noticeable lake changes, aquatic plants present, recreational usage, etc.)	Lake/Watershed Management (list techniques ongoing or applied since last monitoring; include dates & details when possible) <u>lake was treated 8-2-22 and should be again 8-16-22</u>
---	--

Harmful Algal Bloom Watch Is a cyanobacteria (blue-green algae) bloom present? Y <input checked="" type="radio"/> N If Yes: a) have a Bloom Report form & photos been submitted to IEPA? Y <input type="radio"/> N OR b) has the bloom been reported using the bloomWatch app? Y <input type="radio"/> N		Aquatic Exotics: (check all suspected exotics) <input type="checkbox"/> Eurasian Watermilfoil <input type="checkbox"/> Zebra Mussel <input type="checkbox"/> Curlyleaf Pondweed <input type="checkbox"/> Quagga Mussel <input type="checkbox"/> Hydrilla <input type="checkbox"/> Common Carp <input type="checkbox"/> Brazilian Elodea <input type="checkbox"/> Grass Carp <input type="checkbox"/> Water Hyacinth <input type="checkbox"/> Asian Carp <input type="checkbox"/> Water Lettuce <input type="checkbox"/> Round Goby <input checked="" type="checkbox"/> Purple Loosestrife <input type="checkbox"/> Rusty Crayfish <input type="checkbox"/> Flowering Rush <input type="checkbox"/> Red Swamp Crayfish <input type="checkbox"/> Phragmites <input type="checkbox"/> Starry Stonewort <input type="checkbox"/> List Others:	
--	--	--	--

Water Quality and Chlorophyll Sampling (s = surface, b = bottom) (check applicable boxes)							
	1s	1b	2s	3s			
1 L HDPE bottle (TSS/VSS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
250 mL HDPE bottle (Alkalinity, Chloride)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
500 mL HDPE bottle w/Acid (Nutrients)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chlorophyll sample collection depth (ft.) =	n/a						
Chlorophyll sample volume filtered (mL) =	n/a						

Date Cooler Mailed: _____ ☐ RFLAs (lab sheets) are inside cooler

Datasheet entered online? Yes ☐ No ☒

Dissolved Oxygen / Temperature Profile - Illinois EPA Lake Monitoring

Lake Name Valley	County Name Lake	Volunteer Name(s): Marian Kowalski
Program: Volunteer Lakes	Date: <u>08/15/2022</u> (mm:dd:yyyy)	
Barometer Reading: <u>733</u> mm Hg	Meter Brand/Model or IEPA Case/Meter #: <u>29</u>	

Station Code: RGZM-1	Station Code: RGZM-2	Station Code: RGZM-3
Time: <u>14:40</u>	Time: <u>14:56</u>	Time: <u>15:08</u>

Depth (feet)	DO (Round to nearest 10th)	Temp	Depth (feet)	DO (Round to nearest 10th)	Temp	Depth (feet)	DO (Round to nearest 10th)	Temp
0	11.6	26.7	0	12.5	26.4	0	14.3	26.6
1	11.7	26.6	1	12.6	26.6	1	14.4	26.7
3	7.6	24.6	3	9.1	24.9	3	12.4	26.6
5	5.9	24.3	5	4.3	24.1	5	6.3	24.4
7	4.9	24.0	7	3.0	23.9	7	3.7	24.0
8.9	3.4	23.9	9	.	.	9	.	.
11	.	.	11	.	.	11	.	.
13	.	.	13	.	.	13	.	.
15	.	.	15	.	.	15	.	.
17	.	.	17	.	.	17	.	.
19	.	.	19	.	.	19	.	.
21	.	.	21	.	.	21	.	.
23	.	.	23	.	.	23	.	.
25	.	.	25	.	.	25	.	.
27	.	.	27	.	.	27	.	.
29	.	.	29	.	.	29	.	.
31	.	.	31	.	.	31	.	.
33	.	.	33	.	.	33	.	.
35	.	.	35	.	.	35	.	.
37	.	.	37	.	.	37	.	.
39	.	.	39	.	.	39	.	.
41	.	.	41	.	.	41	.	.
43	.	.	43	.	.	43	.	.
45	.	.	45	.	.	45	.	.
47	.	.	47	.	.	47	.	.
49	.	.	49	.	.	49	.	.

VOLUNTEER LAKE MONITORING PROGRAM-SECCHI MONITORING

DIRECTIONS: Anchor boat at each monitoring site. Fill out form as completely and neatly as possible.

Lake Name: Valley Lake Date (mm/dd/yy): 08/26/22
 County: Lake Lake Code: RG2M Telephone: 224-321-6159
 Please list First and Last names of ALL individuals that assisted with this monitoring trip.
 Volunteer Name(s): Marian Kowalski

Site	Time 24 hr. (hh:mm)	Secchi Depth (nearest inch)	Secchi Visible on Bottom?	Secchi Hidden by Plants?	Aquatic Plants at Site (circle one)				Color	Total Depth (nearest 1/2 ft.)	DO/Temp taken?
1	12:44	19	Y <input checked="" type="radio"/> N	Y <input checked="" type="radio"/> N	<input checked="" type="radio"/> 0	1	2	3	4	13	9.5 <input checked="" type="radio"/> Y <input type="radio"/> N
2	13:04	20	Y <input checked="" type="radio"/> N	Y <input checked="" type="radio"/> N	<input checked="" type="radio"/> 0	1	2	3	4	13	7.0 <input checked="" type="radio"/> Y <input type="radio"/> N
3	13:18	19	Y <input checked="" type="radio"/> N	Y <input checked="" type="radio"/> N	<input checked="" type="radio"/> 0	1	2	3	4	13	6.5 <input checked="" type="radio"/> Y <input type="radio"/> N
	:		Y <input type="radio"/> N	Y <input type="radio"/> N	<input type="radio"/> 0	1	2	3	4		Y <input type="radio"/> N
	:		Y <input type="radio"/> N	Y <input type="radio"/> N	<input type="radio"/> 0	1	2	3	4		Y <input type="radio"/> N
	:		Y <input type="radio"/> N	Y <input type="radio"/> N	<input type="radio"/> 0	1	2	3	4		Y <input type="radio"/> N
	:		Y <input type="radio"/> N	Y <input type="radio"/> N	<input type="radio"/> 0	1	2	3	4		Y <input type="radio"/> N

General Weather Conditions
 Wind Direction (out of): N
 Amount of Rain (last 48 hrs.): .37 inches
Cloud Cover (check one)
☐ Sunny ☒ Overcast ☒ Calm/Ripple ☐ Small
☐ Partly Cloudy/Partly Sunny ☐ Hazy ☐ Moderate ☐ White Caps

Lake Level is:
☐ "Normal" or Full Pool
☒ Above normal by 1.0 inches
☐ Below normal by _____ inches
 Gage Reading: _____
 (if applicable) (gage units)
Volunteer Hours
 (to nearest 1/2 hour)
 (include preparation, monitoring & paperwork time)
 Number of Volunteers: 1
 Number of Hours per Volunteer: 1.5
 Total Volunteer Hours = 1.5
Aquatic Plant Coverage (check only one)
 Percentage of the entire lake area containing surface and submerged aquatic plants.
☒ Less than 5%
☐ 5 to 25%
☐ 26 to 50%
☐ 51 to 70%
☐ Greater than 70%

Additional Observations (including recent weather conditions, noticeable lake changes, aquatic plants present, recreational usage, etc.)
Lake/Watershed Management (list techniques ongoing or applied since last monitoring; include dates & details when possible)
lake was checked and treated 8-16-22

Harmful Algal Bloom Watch
 Is a cyanobacteria (blue-green algae) bloom present? Y ☒ N
 If Yes: a) have a Bloom Report form & photos been submitted to IEPA? Y ☐ N
 OR b) has the bloom been reported using the bloomWatch app? Y ☐ N
Water Quality and Chlorophyll Sampling (s = surface, b = bottom)
 (check applicable boxes)

	1s	1b	2s	3s				
1 L HDPE bottle (TSS/VSS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
250 mL HDPE bottle (Alkalinity, Chloride)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
500 mL HDPE bottle w/ Acid (Nutrients)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chlorophyll sample collection depth (ft.) =		n/a						
Chlorophyll sample volume filtered (mL) =		n/a						

 Date Cooler Mailed: _____ ☐ RFLAs (lab sheets) are inside cooler
 Datasheet entered online? Yes ☐ No ☐

Aquatic Exotics: (check all suspected exotics)
☐ Eurasian Watermilfoil ☐ Zebra Mussel
☐ Curlyleaf Pondweed ☐ Quagga Mussel
☐ Hydrilla ☐ Common Carp
☐ Brazilian Elodea ☐ Grass Carp
☐ Water Hyacinth ☐ Asian Carp
☐ Water Lettuce ☐ Round Goby
☒ Purple Loosestrife ☐ Rusty Crayfish
☐ Flowering Rush ☐ Red Swamp Crayfish
☐ Phragmites ☐ Starry Stonewort
☐ List Others:

Dissolved Oxygen / Temperature Profile - Illinois EPA Lake Monitoring

Lake Name Valley	County Name Lake	Volunteer Name(s): Marian Kowalski Date: <u>08/26/2022</u> (mm:dd:yyyy)
Program: Volunteer Lakes		Meter Brand/Model or IEPA Case/Meter #: 29
Barometer Reading: <u>73.4</u> mm Hg		

Station Code: RGZM-1	Station Code: RGZM-2	Station Code: RGZM-3
Time: <u>12:44</u>	Time: <u>13:04</u>	Time: <u>13:18</u>

Depth (feet)	DO (Round to nearest 10th)	Temp	Depth (feet)	DO (Round to nearest 10th)	Temp	Depth (feet)	DO (Round to nearest 10th)	Temp
0	8.2	25.3	0	9.5	26.0	0	10.5	26.2
1	7.7	25.2	1	9.5	26.0	1	10.7	26.2
3	6.3	24.9	3	6.6	25.1	3	10.4	25.9
5	4.9	24.8	5	5.1	24.9	5	8.2	25.5
7	4.2	24.7	6.7	3.5	24.7	6.7	6.9	25.2
8.5 9	2.5	24.6	9	.	.	9	.	.
11	.	.	11	.	.	11	.	.
13	.	.	13	.	.	13	.	.
15	.	.	15	.	.	15	.	.
17	.	.	17	.	.	17	.	.
19	.	.	19	.	.	19	.	.
21	.	.	21	.	.	21	.	.
23	.	.	23	.	.	23	.	.
25	.	.	25	.	.	25	.	.
27	.	.	27	.	.	27	.	.
29	.	.	29	.	.	29	.	.
31	.	.	31	.	.	31	.	.
33	.	.	33	.	.	33	.	.
35	.	.	35	.	.	35	.	.
37	.	.	37	.	.	37	.	.
39	.	.	39	.	.	39	.	.
41	.	.	41	.	.	41	.	.
43	.	.	43	.	.	43	.	.
45	.	.	45	.	.	45	.	.
47	.	.	47	.	.	47	.	.
49	.	.	49	.	.	49	.	.

VOLUNTEER LAKE MONITORING PROGRAM-SECCHI MONITORING

DIRECTIONS: Anchor boat at each monitoring site. Fill out form as completely and neatly as possible.

Lake Name: Valley Date (mm/dd/yy): 09-10-22
 County: Lake Lake Code: R62M Telephone: 224-321-6159
 Please list First and Last names of ALL individuals that assisted with this monitoring trip.

Volunteer Name(s): Marian Kowalski

Site	Time 24 hr. (hh:mm)	Secchi Depth (nearest inch)	Secchi Visible on Bottom?	Secchi Hidden by Plants?	Aquatic Plants at Site (circle one)				Color	Total Depth (nearest 1/2 ft.)	DO/Temp taken?
1	12:04	19	Y <u>N</u>	Y <u>N</u>	<u>0</u>	1	2	3	4	3	9.0 <u>Y</u> N
2	12:25	20	Y <u>N</u>	Y <u>N</u>	<u>0</u>	1	2	3	4	3	7.0 <u>Y</u> N
3	12:36	19	Y <u>N</u>	Y <u>N</u>	<u>0</u>	1	2	3	4	3	6.0 <u>Y</u> N
	:		Y N	Y N	0	1	2	3	4	.	Y N
	:		Y N	Y N	0	1	2	3	4	.	Y N
	:		Y N	Y N	0	1	2	3	4	.	Y N
	:		Y N	Y N	0	1	2	3	4	.	Y N

General Weather Conditions
 Wind Direction (out of): 5
 Amount of Rain (last 48 hrs.): 0 inches
Cloud Cover (check one)
☒ Sunny ☐ Overcast ☐ Calm/Ripple ☐ Small
☐ Partly Cloudy/Partly Sunny ☐ Hazy ☐ Moderate ☐ White Caps

Lake Level is:
☐ "Normal" or Full Pool
☐ Above normal by _____ inches
☒ Below normal by .5 inches
 Gage Reading: _____
 (if applicable) (gage units)
Volunteer Hours
 (to nearest 1/2 hour)
 Include preparation, monitoring & paperwork time
 Number of Volunteers 1
 Number of Hours per Volunteer X 1.5
 Total Volunteer Hours = 1.5
Aquatic Plant Coverage (check only one)
 Percentage of the entire lake area containing surface and submerged aquatic plants.
☒ Less than 5%
☐ 5 to 25%
☐ 26 to 50%
☐ 51 to 70%
☐ Greater than 70%

Additional Observations (including recent weather conditions, noticeable lake changes, aquatic plants present, recreational usage, etc.)
Blue green algae appears to be by the dam - lake is very green
Lake/Watershed Management (list techniques ongoing or applied since last monitoring; include dates & details when possible)
Clarke will be out 9-13-22 to check on the lake

Harmful Algal Bloom Watch
 Is a cyanobacteria (blue-green algae) bloom present? Y N
 If Yes: a) have a Bloom Report form & photos been submitted to IEPA? Y N
 OR b) has the bloom been reported using the bloomWatch app? Y N
Water Quality and Chlorophyll Sampling (s = surface, b = bottom)
 (check applicable boxes)
 1 L HDPE bottle (TSS/VSS) ☐ 1s ☐ 1b ☐ 2s ☐ 3s ☐ ☐ ☐ ☐
 250 mL HDPE bottle (Alkalinity, Chloride) ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
 500 mL HDPE bottle w/Acid (Nutrients) ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
 Chlorophyll sample collection depth (ft.) = n/a
 Chlorophyll sample volume filtered (mL) = n/a
 Date Cooler Mailed: ☐ RFLAs (lab sheets) are inside cooler
 Datasheet entered online? Yes ☐ No ☒

Aquatic Exotics: (check all suspected exotics)
☐ Eurasian Watermilfoil ☐ Zebra Mussel
☐ Curlyleaf Pondweed ☐ Quagga Mussel
☐ Hydrilla ☐ Common Carp
☐ Brazilian Elodea ☐ Grass Carp
☐ Water Hyacinth ☐ Asian Carp
☐ Water Lettuce ☐ Round Goby
☒ Purple Loosestrife ☐ Rusty Crayfish
☐ Flowering Rush ☐ Red Swamp Crayfish
☐ Phragmites ☐ Starry Stonewort
☐ List Others:

Dissolved Oxygen / Temperature Profile - Illinois EPA Lake Monitoring

Lake Name Valley	County Name Lake	Volunteer Name(s): Marian Kowalski
Program: Volunteer Lakes	Date: <u>09/10/2022</u> (mm:dd:yyyy)	
Barometer Reading: <u>733</u> mm Hg	Meter Brand/Model or IEPA Case/Meter #: <u>29</u>	

Station Code: RGZM-1	Station Code: RGZM-2	Station Code: RGZM-3
Time: <u>12:04</u>	Time: <u>12:25</u>	Time: <u>12:36</u>

Depth (feet)	DO (Round to nearest 10th)	Temp	Depth (feet)	DO (Round to nearest 10th)	Temp	Depth (feet)	DO (Round to nearest 10th)	Temp
0	10.9	26.0	0	10.4	25.8	0	11.5	25.5
1	11.2	25.8	1	10.3	25.4	1	10.5	24.8
3	8.5	24.7	3	8.0	24.4	3	8.0	24.4
5	6.9	24.3	5	6.5	24.2	5	7.3	24.1
7	6.0	24.2	7	5.3	24.1	7	5.3	24.1
8.5	0.7	23.9	9	.	.	9	.	.
11	.	.	11	.	.	11	.	.
13	.	.	13	.	.	13	.	.
15	.	.	15	.	.	15	.	.
17	.	.	17	.	.	17	.	.
19	.	.	19	.	.	19	.	.
21	.	.	21	.	.	21	.	.
23	.	.	23	.	.	23	.	.
25	.	.	25	.	.	25	.	.
27	.	.	27	.	.	27	.	.
29	.	.	29	.	.	29	.	.
31	.	.	31	.	.	31	.	.
33	.	.	33	.	.	33	.	.
35	.	.	35	.	.	35	.	.
37	.	.	37	.	.	37	.	.
39	.	.	39	.	.	39	.	.
41	.	.	41	.	.	41	.	.
43	.	.	43	.	.	43	.	.
45	.	.	45	.	.	45	.	.
47	.	.	47	.	.	47	.	.
49	.	.	49	.	.	49	.	.

VOLUNTEER LAKE MONITORING PROGRAM-SECCHI MONITORING

DIRECTIONS: Anchor boat at each monitoring site. Fill out form as completely and neatly as possible.

Lake Name: Valley Lake Date (mm/dd/yy): 09-30-22
 County: Lake Lake Code: RGZM Telephone: 224-321-6159
 Please list First and Last names of ALL individuals that assisted with this monitoring trip.

Volunteer Name(s): Marian Kowalski

Site	Time 24 hr. (hh:mm)	Secchi Depth (nearest inch)	Secchi Visible on Bottom?	Secchi Hidden by Plants?	Aquatic Plants at Site (circle one)				Color	Total Depth (nearest 1/2 ft.)	DO/Temp taken?
1	9:49	38	Y <input checked="" type="radio"/> N	Y <input checked="" type="radio"/> N	0	1	2	3	4	13	9.5 <input checked="" type="radio"/> N
2	10:05	39	Y <input checked="" type="radio"/> N	Y <input checked="" type="radio"/> N	0	1	2	3	4	13	7.5 <input checked="" type="radio"/> N
3	10:14	43	Y <input checked="" type="radio"/> N	Y <input checked="" type="radio"/> N	0	1	2	3	4	13	6.5 <input checked="" type="radio"/> N
	:		Y N	Y N	0	1	2	3	4		Y N
	:		Y N	Y N	0	1	2	3	4		Y N
	:		Y N	Y N	0	1	2	3	4		Y N
	:		Y N	Y N	0	1	2	3	4		Y N

General Weather Conditions Wind Direction (out of): <u>5</u> Amount of Rain (last 48 hrs.): <u>0</u> inches		Cloud Cover (check one) <input checked="" type="checkbox"/> Sunny <input type="checkbox"/> Partly Cloudy/Partly Sunny		Waves (check one) Overcast <input type="checkbox"/> <input checked="" type="checkbox"/> Calm/Ripple Hazy <input type="checkbox"/> <input type="checkbox"/> Moderate <input type="checkbox"/> Small <input type="checkbox"/> White Caps <input type="checkbox"/>	
--	--	--	--	--	--

Lake Level is: <input type="checkbox"/> "Normal" or Full Pool <input checked="" type="checkbox"/> Above normal by <u>3</u> inches <input type="checkbox"/> Below normal by _____ inches Gage Reading: _____ (if applicable) (gage units)	Volunteer Hours (to nearest 1/2 hour) include preparation, monitoring & paperwork time Number of Volunteers _____ Number of Hours per Volunteer X <u>1.5</u> Total Volunteer Hours = <u>1.5</u>	Aquatic Plant Coverage (check only one) Percentage of the entire lake area containing surface and submerged aquatic plants. <input checked="" type="checkbox"/> Less than 5% <input type="checkbox"/> 5 to 25% <input type="checkbox"/> 26 to 50% <input type="checkbox"/> 51 to 70% <input type="checkbox"/> Greater than 70%
--	---	---

Additional Observations (including recent weather conditions, noticeable lake changes, aquatic plants present, recreational usage, etc.) <u>there was a lot of rain last week</u>	Lake/Watershed Management (list techniques ongoing or applied since last monitoring; include dates & details when possible)
---	--

Harmful Algal Bloom Watch Is a cyanobacteria (blue-green algae) bloom present? Y <input checked="" type="radio"/> N If Yes: a) have a Bloom Report form & photos been submitted to IEPA? Y N OR b) has the bloom been reported using the bloomWatch app? Y N		Aquatic Exotics: (check all suspected exotics) <input type="checkbox"/> Eurasian Watermilfoil <input type="checkbox"/> Zebra Mussel <input type="checkbox"/> Curlyleaf Pondweed <input type="checkbox"/> Quagga Mussel <input type="checkbox"/> Hydrilla <input type="checkbox"/> Common Carp <input type="checkbox"/> Brazilian Elodea <input type="checkbox"/> Grass Carp <input type="checkbox"/> Water Hyacinth <input type="checkbox"/> Asian Carp <input type="checkbox"/> Water Lettuce <input type="checkbox"/> Round Goby <input checked="" type="checkbox"/> Purple Loosestrife <input type="checkbox"/> Rusty Crayfish <input type="checkbox"/> Flowering Rush <input type="checkbox"/> Red Swamp Crayfish <input type="checkbox"/> Phragmites <input type="checkbox"/> Starry Stonewort <input type="checkbox"/> List Others:	
--	--	--	--

Water Quality and Chlorophyll Sampling (s = surface, b = bottom) (check applicable boxes)							
	1s	1b	2s	3s			
1 L HDPE bottle (TSS/VSS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
250 mL HDPE bottle (Alkalinity, Chloride)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
500 mL HDPE bottle w/Acid (Nutrients)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chlorophyll sample collection depth (ft.) =	n/a						
Chlorophyll sample volume filtered (mL) =	n/a						

Date Cooler Mailed: _____ ☐ RFLAs (lab sheets) are inside cooler

Datasheet entered online? Yes ☐ No ☒

Dissolved Oxygen / Temperature Profile - Illinois EPA Lake Monitoring

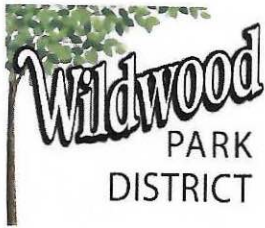
Lake Name Valley	County Name Lake	Volunteer Name(s): Marian Kowalski
Program: Volunteer Lakes	Date: 09/30/2022 (mm:dd:yyyy)	Meter Brand/Model or IEPA Case/Meter #: 29
Barometer Reading: 738 mm Hg		

Station Code: RGZM-1	Station Code: RGZM-2	Station Code: RGZM-3
Time: 09:49	Time: 10:05	Time: 10:19

Depth (feet)	DO (Round to nearest 10th)	Temp	Depth (feet)	DO (Round to nearest 10th)	Temp	Depth (feet)	DO (Round to nearest 10th)	Temp
0	4.5	16.6	0	4.7	16.5	0	4.6	16.6
1	4.4	16.6	1	4.7	16.6	1	4.4	16.6
3	4.3	16.6	3	4.3	16.5	3	4.1	16.4
5	4.2	16.5	5	3.8	16.4	5	4.4	16.2
7	4.3	16.5	7	3.7	16.4	7	4.1	16.1
9	4.2	16.5	9	.	.	9	.	.
11	.	.	11	.	.	11	.	.
13	.	.	13	.	.	13	.	.
15	.	.	15	.	.	15	.	.
17	.	.	17	.	.	17	.	.
19	.	.	19	.	.	19	.	.
21	.	.	21	.	.	21	.	.
23	.	.	23	.	.	23	.	.
25	.	.	25	.	.	25	.	.
27	.	.	27	.	.	27	.	.
29	.	.	29	.	.	29	.	.
31	.	.	31	.	.	31	.	.
33	.	.	33	.	.	33	.	.
35	.	.	35	.	.	35	.	.
37	.	.	37	.	.	37	.	.
39	.	.	39	.	.	39	.	.
41	.	.	41	.	.	41	.	.
43	.	.	43	.	.	43	.	.
45	.	.	45	.	.	45	.	.
47	.	.	47	.	.	47	.	.
49	.	.	49	.	.	49	.	.

Wildwood Park District
Recreation/Administration Report
October 17, 2022

1. Willow Point Park Pavilion Rentals: 24
2. Sunset Beach Park Pavilion Rentals: 22. Total pavilion rental revenue at \$1,900 since April 1. Pavilion rentals end October 31 for the season.
3. Room Rental on 9/15 in the Oak Room. Have seen an uptick in room rental requests starting at the end of September.
4. Fall Brochure went out late September. Maggie is off to a great start with the Winter/Spring 2023 brochure and will be mailed out much earlier this time.
5. Schoolhouse Adventures Preschool continues throughout September/October and have garnered 1-2 more interested parties looking to sign up their kids this Fall. Class pictures took place mid-September.
6. Touch a Truck took place on 10/1. We were happy with a nice turnout and trucks from the Warren Township Highway Department, Grayslake Fire Protection District, and two Park District vehicles!
7. New pumpkin decorating event took place on 10/4 in the Oak Room. 10 kids and their families had a great time painting, gluing, drawing, and building their pumpkins with zany decorations!
8. Fall Bags league began 9/28 and will run through 11/2. We have 4 teams that signed up and are competing for neighborhood fun!
9. First ever fly-fishing class and seminar took place the week of 9/19. It was nice to have an older gentleman take part and learn a new skill. He even caught a nice bluegill at Valley South with our instructor after putting his skills to the test!
10. Park District Social Club for active adults age 55+ began on Friday the 7th of October and will run for four weeks. We had 5 enroll (which met our minimum) and our participants enjoyed refreshments, board games, trivia, icebreakers, music, and social time with their fellow neighbors. Plan to incorporate Halloween theme to last meeting date and also, I will personally lead a historical "class" on the history of Rule Park, Park District, and Wildwood with the primary sources (pictures, documents, etc.) that we have at the Rule office.
11. Upcoming WSRA special event Trunk or Treat to take place on 10/23 (in which I and Commissioner Nelson will be participating). We have helped WSRA advertise in our brochure and flyers around the building.
12. Board Game Night upcoming on 11/18.
13. 10 and 7 already registered for gingerbread house decorating event and Cookies and Milk with Santa event at Grandwood Park in December respectively.
14. Routine administrative tasks such as sorting through bills, payroll, depositing funds, PDRMA reporting requirements, signing up staff for PDRMA classes, and assisting Kathy with various financial tasks.
15. Conducted yearly fire extinguisher inspections of Rule House, Cottage, Maintenance Shop/Garage/Scout Garage and Park District vehicles with Total Fire and Safety.
16. Harvestfest took place on September 17th. Please refer to full Harvestfest recap notes attached to this Board Packet. Held Post Event Committee Meeting on 9.22.
17. Continuing to train Melissa as Office Administrator.
18. Working with Maintenance and Kathy as administrative help for special projects and orders.
19. Beginning park tours with Maggie to brainstorm visual improvements for parks entry/ordinance signage to be replaced by Spring 2023.



33325 N. Sears Blvd.
Wildwood, IL 60030
Phone: 847.223.7275
Fax: 847.223.2820
www.wildwoodparkdistrict.com



The following pages include an overall event recap for 2022's Harvestfest complete with staff recaps/reports. Also included is an overall financial analysis breaking down overall event expenses, income, sponsorship revenue, profit/loss/break even data pulled from Quickbooks. Next, you will find an Excel document detailing by minute detail ticket and entertainment data in addition to T-Shirt, Koozie, alcohol sales and the 50/50 raffle results. Finally, Maggie Woznick our Marketing & Events Coordinator and I included qualitative data from our post-event Harvestfest survey responses from 18 event attendees, 5 vendors, 1 event volunteer, and 1 event entertainer (Magic of Gary Kantor). Please peruse this report at your leisure and I will be prepared to answer questions you may have at Monday's meeting on the contents of this report.

Sincerely,

Brandon Magnini

Brandon Magnini
Park District Manager

PROS of the Event

- Event was well attended, estimated 600+ people.
- Very solid vendor turnout, (23 paid participants plus our Boy Scouts, WSRA, GLCC, Garden Club partner vendors free of charge).
- Vendors were able to fit all their cars easily and park away from any activities on the grass by Sears Boulevard. We had a good variety of vendors this year.
- Signage was great. First aid table had clear informational signage and tents met fire codes and had "No Smoking" signage throughout. We had A-Frame signs indicating where our ticket sales and costs were. A-frame signs also at both ends of park with "no alcohol beyond this point" and a welcome sign. We added "handicap drop off" at the Rule entrance by the arch. We added event parking directional signage around streets to direct people to park at Willow. We had a lot more people park inside the grass at Willow compared to last year.

- Partner organizations such as Boy Scout Troop 671, WSRA, GLCC, Garden Club, and Troop 672 got great exposure and help their brands and recruitment based on their feedback. Troop 672 was bigger and better with their revamped Wild Wild West setup.
- Having the Lions Club take sole ownership of the majority of the food was a win-win for WWPD and them.
- Kiki's Cotton candy did very well with carnival snacks and stayed later than they were contracted because they did so well.
- Our alcohol sales setup was very well organized by using our WWPD trailer to house the beer and serve as a backdrop to our beer tent surrounded by snow fencing and appropriate alcohol signage.
- Glunz Family Winery sold 100 glasses of Sangria.
- The tent and stage for the musical entertainment was nicely decorated by Anna Nelson, Christie Stochl, and Tina Henry and was very festive. Christie brought corn stalks which Anna decorated nicely. Anna also made handmade leaves that served as a nice
- We had adequate portable toilets to meet the number of attendees.
- The Lake County Sherriff's Department with TOPS Kennel put on a great K-9 show. Many children were very interested in what they had to say.
- Megan Lick had a nice show, and we were happy to have Big D and the Nomads as our headliner band play their whole time slot. They did not get to play last year due to being rained out.
- Gary Kantor magic show went very well and was much cheaper than Magic Dave last year.
- Dunk Tank was a huge hit!
- The antique car show had more cars than last year as well as a Model-T vintage popcorn machine on wheels!
- The overall event layout was solid. Having the food and alcohol in the main parking lot near the general ticket and information table was a recipe for success. The Pony Rides and Petting Zoo fit nicely into their slot of the park; and all the other kids' activities were easy to spot and partake in.
- Maintenance had plenty of garbage containers throughout the park and everything was kept clean and orderly.
- The Boy Scouts continue to be a reliable helping hand and provided us with many volunteers who assisted with the following: parking at Rule and Willow Point Park, Rope Bridge, Wild, Wild, West game, Pony Rides and Petting Zoo, kids' games, and more.
- The Park District's ticket and t-shirt table was well organized and constantly had participants coming up to pay, ask questions.
- Pumpkin painting was a huge hit! We ran out of pumpkins (110 bought) and the Grayslake pageant queens in conjunction with Tamara Rasmussen (our preschool teacher) managed the pumpkin area.
- It was nice to have a few more kids' games like the pumpkin bowling, pumpkin tic tac toe, and Harvestfest cardboard cut-out photo op.
- We did well on ticket sales for WWPD popcorn and water that Anna Nelson organized very well. We sold over 100 bags of popcorn by using our popcorn machine.
- Our sound system rental was professionally setup from Doppler Audio and was plenty loud and covered all the zones of the park. Dan Van Erden did an AWESOME job
- It was a good idea to bring the WTHS with Amy Sarver's crew for their touch a truck opportunity. Kids liked it and honked the horn a lot.

Ticket Sales & Children/Family Activities

Please see breakdown of ticket statistics on the following spreadsheet attached to this summary. Overall, we have heard some feedback that some of the kids' activities should not require tickets. We did a nice job organizing tickets into bundles of 25 tickets for \$20 or people could buy a single ticket for a dollar. The Pony Rides/Petting Zoo was an

absolute hit as well as the Dunk Tank. The Bounce House and GLCC minnow activities did quite well themselves and were easy to set-up. The Boy Scout led Wild, Wild, West and Rope Bridge were unique and attracted many adventurous children.

50/50 Raffle

Overall, strong response for people participating in the raffle. Matt Brueck did a nice job walking around the event and gathering 50/50 tickets throughout. He also generated additional 50/50 raffle participants by creating an incentive to dunk me in the dunk tank! Please find the breakdown of the 50/50 Raffle on the spreadsheet following this summary.

The winner of our 50/50 raffle walked away with a pot of \$260.00.

T-Shirts/Koozies Stats

We did okay on the Koozie sales. We had a lot left over that we will resell next year! A breakdown of the overall T-Shirt stats and koozies can be found on the following spreadsheet attached to this summary.

The T-shirts did not do very well at the ticket table throughout the day. We did increase our price to \$15 this year (\$10 last year) and some thought was that a lot of people bought the first ever Harvestfest shirt last year and maybe didn't want another one. We will resell the 2022 shirts at a discount at next year's event.

Technical/Logistics & Safety Summary

Our electrical was very well organized this year. We had no power surges, loss of power, or tripping hazards. Installing the 14 new 20-amp circuits on the exterior of the cottage building this past winter was key. We had a very safe event with the Grayslake Fire Department inspecting the premises the day before and ensuring all tents were flame proof. Health Department inspection passed with flying colors the morning of. We had adequate rubber cord covers for extension cords across walking areas along with cones, barriers, and sawhorses that marked off ADA parking areas and ingress/egress controls.

Unfortunately, the Lake County Sheriff's Deputies were supposed to be onsite during the event (1 confirmed), but I believe that several serious police issues in Grayslake the morning of diverted the officers to more important issues. Our park security was onsite throughout the event helping with parking, security, event take-down, and garbage cleanup. I felt their presence was important and brought a sense of control to the event. Our Park Security staff were able to use the Mule to check on Willow Point parking and around the perimeter of the event. Fortunately, there was no safety issues that arose. I ran a pre-event volunteer orientation that covered active shooter, weather, and emergency situations and provided an emergency action plan to volunteers and key staff. Either way, we were prepared to deal with any issues.

Improvements for Next Year

- Setup MC at rear of building with banners and a tent so he/she can be more visible
- Setup stage/tent closer to Rule House so people can see and access better
- Have a dedicated "food court" area with picnic benches and maybe tent near the food and beverage area.
- Additional food vendors per attendee feedback.
- Re-think vendor layout so as to not have vendors tucked behind other vendor tents on the grass.
- Move more of the kid's activities to the rear of Rule Park and switch places with main stage/tent.
- Make more kid's activities without tickets and include small kiddie prizes for participation
- Consider ending the event at 6pm instead of 7. Re-think music and or how music is presented.
- Ensure we can have a Fall photoshoot backdrop service available.
- Re-consider event date for later in September to take advantage of colder weather and have cider, donuts, etc. (Would create issue with dunk tank however).
- Invest in additional signage for parking. Put out online specific parking directions in the weeks leading up to event for non-residents who don't know where to park.

Marketing and Promotion of the Event

Our Marketing Team did a great job throughout the summer and fall months leading into the event with the creation of the initial event flyer, continuous posting on social media, sponsor recognition on social media, yard signs, beer tent banner, t-shirts, and brochure. Maggie created a dedicated Harvestfest landing page and sponsor page on the website with pertinent links such as vendor/sponsor applications, updates about the event, list of activities, and much more. Our Harvestfest banners were used again (thank you to Becky Jante for fixing up the banners with her Cricut) in the parks. We had 8 save the date Harvestfest yard signs throughout the parks. Maggie made a QR code on the event flyer and on the website to access the list of activities. Maggie made schedule of events banner for main ticket tent which was very effective. Commissioners used this QR code flyer and yard signs/banner at Gages Lake Centennial to drum up more interest for Harvestfest. The following are items which should be improved upon for the future:

- Have additional hard copy event flyers inside local businesses.
- More details about specific vendors advertised prior to events.
- Have solid deadline date for sponsor application and payment to make sure all artwork and banners encompass all the possible sponsors we could have.
- Have additional schedule of events banner at rear of Rule House by vendors/stage so more people can see it. Center it by MC station.

Harvest Fest 2022 Post Event Feedback -Melissa notes

Good feedback from Maggie, a few of my thoughts to add...

Planning

- Logistics
 - Also place maps at entrances to park and in central location for people to see day of
- Promotion
 - Reach out to local schools too, flyer can be included in prior email newsletters

Execution

- Entertainment
 - Photo op-a great idea!
 - Last year, one of the vendors was a local photographer and I loved that she emailed a family photo from her photo area after the event.
-See if it would be worth hiring a photographer to do this for a ticketed event
- Kids Activities
 - Add another craft station or two, the pumpkin painting was a big hit.
i.e. painting rocks with dot pens, fall themed stencils/pumpkin themed
- Food/Beverage
 - More fall food is a great idea. Maybe have some sort of apple vendor/apple tasting well.
- Vendors
 - Letting vendors pick spots-great idea!
 - Keep updated map on the Harvestfest portion of the website so potential vendors know what's available & attendees look forward to who will be there.
Extend vendor booths into the parking spaces near the program entrance
- Logistics
 - I thought it would have been nice to have some sort of music playing when not near the stage (like when we waited for the face painter—which my daughter said it was worth it-but suggest simpler designs next year to speed up the line)
 - We could probably better utilize the parking spots in front of the park district, I know it's difficult since the area is on a slope
 - Photo op area w/backdrop, extra seating for eating, any other activities that don't need a flat, level surface

Harvest Fest 2022 Post Event Feedback

Planning

- Logistics
 - I know we discussed it this year but it didn't end up happening with maternity leave, but we should have an event map available before the event with our schedule of events so people can see ahead of time where all the activities are located.
- Promotion
 - Should reach out to local media to make sure we're on their schedules/promotions
 - Promote ahead of time which 'local celebs' will be in the dunk tank
- Committee
 - Need to solicit more planning committee volunteers and place them in specific roles (i.e. food/beverage, entertainment, logistics, etc.)
- Sponsorship
 - Implement application submission and logo deadline to receive full sponsor benefits

Execution

- Attendance
 - I thought attendance was great and we probably saw more people than last year
- Entertainment
 - We should include something new every year. I thought the talent show was a good idea but timing may have not been right in terms of promotion.
 - Should have a big photo op area with hay bales, pumpkins, mums, etc. and a sign that asks people to hashtag/tag us on social media
- Kids Activities
 - I think we should have the kid's activities go until 7pm. I would say 90% of attendees left after the kid's activities closed. Families who have kids that nap or have weekend sports practice/games, a lot of them can't get there until later in the afternoon. I received feedback that people were rushing to use their tickets because they didn't have enough time and that they would have stayed later if the activities went longer.
- Food/Beverage
 - Incorporate more 'fall' foods that wouldn't take away from the Lions Club. For example, we could ask Something's Brewing to come out and do pumpkin spiced coffee, hot apple cider, apple cider donuts, etc.
- Vendors
 - Maybe next year we let vendors pick their booth location based on a first-come-first-served basis. This may help drive vendors to sign up and pay earlier

Subject: Harvest Fest 2022 Quick Recap
Date: Wednesday, October 12, 2022 at 2:58:24 PM Central Daylight Time
From: Wildwood Park District Accounting <accounting@wildwoodparkdistrict.com>
To: Brandon Magnini <bmagnini@wildwoodparkdistrict.com>
Attachments: Harvest Fest 2022 Income at Event.pdf, Harvest Fest 2022 Event Income Donations & Sponsors.pdf, Harvest Fest 2022 Event Expenses.pdf

Brandon,

Please review the attached information I have entered into QuickBooks for Harvest Fest 2022. If you want anything reclassified, please let me know.

	Event September 17, 2022	Event October 2021
Income Received at Event	\$6,285.20	\$2,192.75
Income from Sponsors/Vendors/donations	\$2,762.78	\$2,240.00
Total event Income	\$9,047.98	\$4,432.75
Event Expenses	(\$10,546.44	(\$4,612.77)
Net Expenditures	(1,498.46	(\$180.02)

If you want anything reclassified, please let me know. Not sure if this board wants to see details of expenses or a comparison from last year. I provided you with both. Last year was pulled together as I made a separate Harvest Fest GL account for 2022.

A couple changes here and there and this event could breakeven! Great job!

Kathy Atkins
 Accountant
 Wildwood Park District
 33325 N. Sears Boulevard Wildwood, IL 60030
accounting@wildwoodparkdistrict.com
 Office: 847.223.7275
 Cell: 224.723.3031

2:38 PM

10/12/22

Accrual Basis

Wildwood Park District
Transaction Detail By Account
 September 18 through October 12, 2022

Type	Date	Num	Name	Memo	Amount	Balance
4000 - Income						
4200 - INCOME TO REC FUND						
420130 - SPECIAL EVENTS & TRIPS						
Deposit	09/18/2022			Harvest Fest Credit Card Transactions via Square Reader	1,047.00	1,047.00
Deposit	09/19/2022			Harvest Fest 2022 Cash Sales	5,349.20	6,396.20
Check	09/26/2022	4451	Gages Lake Conserv...	Minnow Races tickets collected at Harvest Fest	-117.00	6,279.20
Deposit	09/30/2022			Deposit	6.00	6,285.20
Total 420130 - SPECIAL EVENTS & TRIPS					6,285.20	6,285.20
Total 4200 - INCOME TO REC FUND					6,285.20	6,285.20
Total 4000 - Income					6,285.20	6,285.20
TOTAL					6,285.20	6,285.20

2:37 PM

10/12/22

Accrual Basis

Wildwood Park District
Transaction Detail By Account
June 1 through October 12, 2022

Type	Date	Num	Name	Memo	Amount	Balance
4000 · Income						
4200 · INCOME TO REC FUND						
420035 · SPONSORS SPECIAL EVENTS						
Deposit	06/17/2022	2084	klemp	Harvestfest Vendor - Klemp	50.00	50.00
Deposit	07/01/2022	1197	Sanders/Wojciechow...	Harvestfest Vendor - Sanders/Wojciechow...	50.00	100.00
Deposit	07/01/2022	28726...	America Gomez	Harvestfest Vendor - America Gomez	50.00	150.00
Deposit	07/20/2022	2928	Regina Davis-Pappas...	Harvestfest Vendor 2022	50.00	200.00
Deposit	07/20/2022	3595	Audie's Bakery	Harvestfest Vendor 2022	50.00	250.00
Deposit	08/10/2022	1064	Deborah Morr	Booth at Harvest Fest	50.00	300.00
Deposit	08/10/2022	3050	Vicki Santi	Booth at Harvest Fest	50.00	350.00
Deposit	08/10/2022	109	Shop Lana Grace	Booth at Harvest Fest	50.00	400.00
Deposit	08/10/2022	2605	Fischer, Monica	Booth at Harvest Fest	50.00	450.00
Deposit	08/10/2022	1013	SME LLC	Booth at Harvest Fest	50.00	500.00
Deposit	08/18/2022	1122	Ray Barlow	Harvest Fest Vendor	50.00	550.00
Deposit	08/18/2022	120	Jackin Jain	Harvest Fest Vendor	50.00	600.00
Deposit	08/18/2022	15002...	Wintrust Financial Gr...	Donation	250.00	850.00
Deposit	08/18/2022	002037	KET Home Services	Donation	250.00	1,100.00
Deposit	08/18/2022	1094	Kikis Cotton Candy	Harvest Fest Food Vendor fee	100.00	1,200.00
General Journal	09/01/2022	donation	Nelson, Anna	Oil & salt for popcorn - donated by Anna N...	12.78	1,212.78
Deposit	09/08/2022			test transaction with Square Reader	10.00	1,222.78
Credit Card Charge	09/12/2022		Wildwood Park District	test transaction for Square reader	-10.00	1,212.78
Deposit	09/13/2022			Harvest Fest Vendor cash payments	150.00	1,362.78
Deposit	09/13/2022			Various Harvest Fest Sponsors	1,400.00	2,762.78
Total 420035 · SPONSORS SPECIAL EVENTS					2,762.78	2,762.78
Total 4200 · INCOME TO REC FUND					2,762.78	2,762.78
Total 4000 · Income					2,762.78	2,762.78
TOTAL					2,762.78	2,762.78

2:37 PM

10/12/22

Accrual Basis

Wildwood Park District
Transaction Detail By Account
 July 1 through October 12, 2022

Type	Date	Num	Name	Memo	Amount	Balance
6000 · RECREATION EXP						
6200 · PROGRAM EXP						
620095 · SPECIAL EVENTS						
620095B · Special Events-Harvest Fest						
Credit Card Charge	07/27/2022		Oriental Trading	prizes	39.99	39.99
Credit Card Charge	07/28/2022		Oriental Trading	prizes	17.99	57.98
Credit Card Charge	08/04/2022		Lake County Treasurer	Permits	282.00	339.98
Credit Card Charge	08/04/2022		Lake County Treasurer	service fee for permits	8.32	348.30
Credit Card Charge	08/05/2022	INV-4...	Sign A Rama	Inv#4425 Qty 8 yard signs for Harvest Fest	179.80	528.10
Credit Card Charge	08/18/2022		Lake County Treasurer	Liquor permit	75.00	603.10
Credit Card Charge	08/18/2022		Lake County Treasurer	service fee for liquor permit	2.21	605.31
Credit Card Charge	08/23/2022	15290...	Amazon.com	Qty 2 of 12 5 pounds popcorn kernels	39.94	645.25
Credit Card Charge	08/25/2022	14050...	Amazon.com	Qty 500 Neon Green wristbands	14.99	660.24
Check	08/29/2022	4426	Illinois Liquor Control Commiss...	State Liquor License - Harvest Fest 2022	25.00	685.24
Credit Card Charge	08/31/2022	87242...	Amazon.com	5 rolls, 2k each blue Smile Tickets	31.20	716.44
Credit Card Charge	08/31/2022	30754...	Amazon.com	2 pop can openers, 2k roll orange double raffle tickets	37.77	754.21
Credit Card Charge	09/01/2022	19426...	Amazon.com	good for one drink tickets - green	6.29	760.50
General Journal	09/01/2022	donati...	Nelson, Anna	Oil & salt for popcorn - donated by Anna Nelson	12.78	773.28
Credit Card Charge	09/02/2022	30090...	Amazon.com	pack of 3 royal table cloth covers	7.99	781.27
Credit Card Charge	09/05/2022	41066...	Amazon.com	6 pack black disposable tablecloth covers	12.99	794.26
Credit Card Charge	09/09/2022	INV-4...	Sign A Rama	Harvest Fest Bnner and Yard Signs	338.03	1,132.29
Check	09/12/2022	4436	Keven Vinezeano	Musical Performer at Harvest Fest 2022	600.00	1,732.29
Check	09/12/2022	4437	Bella's Bouncies	Dunk Tank for Harvest Fest 2022	395.00	2,127.29
Check	09/12/2022	4439	Sarah's Pony Rides Inc.	Pony Rides/Petting Zoo for Harvest Fest 2022	1,600.00	3,727.29
Check	09/12/2022	4440	Arlington Rental	Tent and Stage Rental for Harvest Fest 2022	1,573.00	5,300.29
Check	09/12/2022	4441	Doppler Audio	Sound/PA System for Harvest Fest 2022	750.00	6,050.29
Credit Card Charge	09/14/2022	23496...	4imprint, Inc.	Qty 500 Harvest Koozies	573.51	6,623.80
Credit Card Charge	09/14/2022	142830	imate Screen Printing	Qty 145 Harvest Fest 2022 TShirts	870.00	7,493.80
Credit Card Charge	09/15/2022	70481	Antioch Rental	stage & tent rental for Harvest Fest dup	1,073.50	8,567.30
Check	09/26/2022	4448	Antioch Liquors	Quote 379 Harvest Fest Liquor and Ice	2,045.46	10,612.76
Check	09/30/2022	KBGC...	Service Sanitation Inc.	Inv#8395921 4 Basic & 1 ADA unit for Harvest Fest	1,550.00	12,162.76
Deposit	09/30/2022		Matt Brueck	Matt Brueck purchased left over beer	-755.58	11,407.18
Check	10/10/2022	4456	Becky Jante	Water at Sam's Club	77.74	11,484.92
Check	10/10/2022	4456	Becky Jante	Vinyl to update banners - Michaels	14.52	11,499.44
Check	10/10/2022	4456	Becky Jante	Pumpkins from Thompson Strawberry Farm	120.00	11,619.44

Total 620095B Special Events-Harvest Fest

11,619.44 11,619.44

Total 620095 SPECIAL EVENTS

11,619.44 11,619.44

Total 6200 · PROGRAM EXP

11,619.44 11,619.44

Total 6000 · RECREATION EXP

11,619.44 11,619.44

TOTAL

10,546.44 10,546.44

DUPLICATE

Harvest Fest 2022

Price per Ticket \$1.00

Activities Charging Tickets

	# Tickets Charged	# Tickets Collected	\$ Amount Redeemed
Paint a Pumpkin	5	440	\$ 440.00
Bounce House	1	224	\$ 224.00
Rope Bridge	1	187	\$ 187.00
Wild, Wild, West	1		\$ -
Minnow Racing - to GLCC	1	117	\$ 117.00
Pony Rides	3	669	\$ 669.00
Petting Zoo	3	525	\$ 525.00
Face-Painting	2	133	\$ 133.00
Water			\$ -
Popcorn & Water	1	167	\$ 167.00
Koozies	2	36	\$ 36.00
Dunk Tank	2	334	\$ 334.00
Pumpkin Tic Tac Toe	1	100	\$ 100.00
Pumpkin Bowling	1	187	\$ 187.00

Total Value of Tickets Redeemed*

\$ 3,119.00

*There will be some people who went home without redeeming their tickets!

T-Shirt Sales - \$15 each

Starting Inventory	100	
Given Away to Volunteers/Staff	30	
Available to Sell	70	
Unsold Balance	46	
Quantity Sold	24	\$ 240.00
Cost to Purchase T-Shirts		\$ 575.00
Profit/(Loss) on T-Shirt Sales		\$ (335.00)

50/50 Raffle

Total Tickets Sold 642 \$ 520.00

Half of Total Ticket Sales given to winner:

Name of person who won: Joe Skirtino \$ 260.00

Net Profit on 50/50 Raffle

\$ 260.00

Cash Donations Received at Event

\$ 46.20

Cash Recap

Total Cash Counted	\$ 4,853.00
Starting Cash in Cash Boxes	\$ -
Cash Collected at Event	\$ 4,899.20

Gross Amount on Cards

\$ 1,047.00

Total Event Proceeds

\$ 5,946.20

Vendor Payments

Kiki's Cotton Candy Food	\$ 850.00
Event Sponsors	\$ 100.00
	\$ 1,950.00

\$ 8,846.20

Payout to GLCC for Minnow Races

\$ (117.00)

Net

\$ 8,729.20

Cash and Credit Card

	Frequency	\$ Amount
Buy 25 for \$20	109	\$ 2,180
Single Tickets	776	\$ 776 \$ 2,984 \$ 135.00
50/50 Raffle 25 for \$20	22	\$ 440
50/50 Raffle 12 for \$10	6	\$ 60
50/50 Raffle Single	20	\$ 20
Koozies	14	\$ 28

Alcoholic Beverages via Credit Card - \$5 each

Blue Moon	54	\$ 270
Miller Light	29	\$ 145
White Claw	2	\$ 10
Goose Island Oktoberfest		

Alcoholic Beverages - Cash (not run through Square)

Uncategorized	\$ 1,830
Total Bar Sales	\$ 2,255

2021 sales price was \$10, 2022 sales price \$15

T-Shirt Sales by Size

	Bought	Remining	# Sold	\$ Sold
Youth Large			3	\$ 45
Medium			6	\$ 90
Large			7	\$ 105
XL			7	\$ 105
2XL			1	\$ 15
	0	0	24	\$ 360

Information will help purchase sizes next year.

1 t-shirt with tickets
6 koozies with tickets

bar box - 24 blue tickets